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A/C/NIC

Chono

19 August 1986

NOTE FOR THE RECORD

SUBJECT: Conversation with [] Concerning Proposed
E Service Guidelines re Secretarial Panels

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1. Jim had given me a copy of the attached some days ago, asking for my informal comments -- not as a NIC officer, but as a DCI Area officer. Our NIC panel discussed these problems this afternoon []

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[] hereafter I
chatted with Jim.

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2. He agreed to change the draft in a few places, in response to our comments. These changes are:

- Change the first aim of the new E Service structure to read, "Increasing the involvement of our secretaries in managing the secretarial system."
- In the "Office Panels" entry, change "Recommends promotions from Level II to Level III," to read, "Recommends promotions to Panels A and B, as appropriate." Here Jim agreed that the offices should have the right to recommend promotions for all levels.
- In the Career Service Panel A, he will look into the matter of enlarging the composition of the panel so that all offices of the E Service are represented.


3. I asked if he had any strong thoughts about the coming effort to apportion positions: Would the present quotas be relaxed, as occurred in the case of people, or would an effort be made to hold the line even though this would complicate the situation? Jim's response was that he intended to try to do the latter. If this did occur, it would create a situation where a number of secretaries would in effect be in PRA positions, but over a period of time the positions and people would match up when the incumbents left those positions and new recruits came in with the same rank as the position.

4. I also raised the question of bonuses, and the dilemmas involved in either bonusing the same people all the time or spreading the bonuses

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around. Jim said that the general practice to date on bonuses, in most offices, was the former: that is, give the bonuses to those who really deserve them, and let the chips fall where they may.


Hal Ford

Attachment:
As stated

Dist:
Orig:
1 - VC/NIC; AC/NIC Chrono

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Draft Blue Note

Here is a new structure intended to complement the revised Secretarial Career System. Broadly, it is intended to help the E Service have the best secretarial program it can by:


- greatly increasing the involvement of our secretaries in managing themselves;
- increasing our reliance on broadly-based panel processes for promotion; and
- ensuring a strong office role in the annual bonus program so that we do the best job of rewarding directly the contributions and hard work of our secretaries.

Although specific panel functions are enumerated, all panels are specifically charged to consider constructive proposals for further improvement.



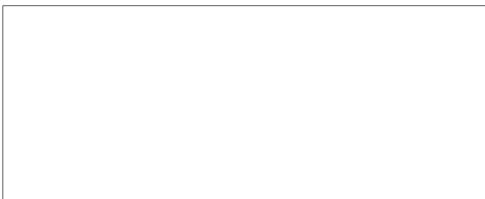
E Service - Secretarial Panels

Career Service Panel A

- Determine promotions from Level III to Level IV.
- Evaluate and assign category descriptors for all Level IV secretaries.
- Monitor training recommendations for Level IV secretaries.
- Monitor assignments for Level IV secretaries:
 - Select candidates for Level IV, E Service vacancies.
 - Review for possible rotational assignments.
- Approve special experience, ADP, and other skill requirements or policy recommendations for E Service.
- Approve bonus guidelines for E Service, based on Panel B recommendations.
- Manage bonus program for E Service for all Levels, taking into consideration component recommendations.
- Composition: 5 officers = 

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Career Service Panel B

- Determine promotions from Level II to Level III.
- Evaluate and assign category descriptors for all Level III secretaries.
- Recommend promotions from Level III to Level IV.
- Conduct a semi-annual Level III training review (at beginning of Level III cycle and again 6 months before Level IV promotion exercise).
- Select candidates for Level III, E Service vacancies.
- Propose special experience, ADP, and other skill requirements for E Service secretaries.
- Propose guidelines for E Service bonus program.
- Make other recommendations for improvements in E Service secretarial program as warranted.
- Composition: 1 officer, 4 secretaries = 

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Office Panels

- Evaluate and assign category descriptors for all Level I and Level II secretaries.
- Approve promotions from Level I to Level II.
- ~~Rank order, on a 1-N basis, all secretaries within each Level (II, III, and IV).~~ Recommends promotions from Level II to Level III.
- Monitor training requirements for all Level I and Level II secretaries.
- Composition: minimum of 3, with mix of officers and Level IV secretaries.

Office Directors

- Recommend, in rank order, those secretaries deemed eligible for a bonus.